



Bob Riley
GOVERNOR

STATE OF ALABAMA
BOARD OF HEATING & AIR
CONDITIONING CONTRACTORS

100 N. Union Street, Suite 630
Montgomery, Alabama 36130
(334) 242-5550
Fax: (334) 353-7050
www.hvac.state.al.us



Kathy S. LeCroix
EXECUTIVE DIRECTOR

Requirements for all Heating and Air Conditioning Examination Applicants

On August 1st, 2009, a new law went into effect that requires all applicants wishing to sit for the Heating & Air Conditioning or Refrigeration contractors' exam to have a certain amount of experience and or education prior to taking the exam.

Code of Alabama 1975 Title 34 Chapter 31 Section 28, states in part that:

An applicant for the heating, air conditioning, or refrigeration certified contractor license shall be eligible to sit for the examination if the applicant has held an apprentice registration, issued by this Board for two or more calendar years; or has completed 3,000 hours of coursework or experience, as defined by the Board; or is an graduate of an approved heating, air conditioning, or refrigeration curriculum.

In order to be approved to sit for the examination you must submit:

(1) The Examination Application; and

(a) Affidavits that are signed and notarized by the employer(s) swearing that the applicant has worked in the Heating and Air Conditioning industry for at least two years within the past five years, and all coresponding W-2 Forms from the employer(s);

and/or

(b) Copies of certificates showing that the applicant has attended at least 3000 hours of Heating and Air Conditioning educational training;

or

(c) Proof of graduation from an approved Heating and Air Conditioning curriculum.

If you would like to review any of these above stated changes please visit to our website at www.hacr.alabama.gov.

**AFFIDAVIT FOR HEATING & AIR CONDITIONING
EXAMINATION APPLICANT**

I, _____, solemnly swear and affirm that I have
(Name)
personal knowledge that _____, has
(Name of Examination Applicant)
worked, within the past five years, or is presently working in the Heating and Air Conditioning industry and the
duties he has performed are as listed below:

- 1.
- 2.
- 3.
- 4.

I understand that I may be contacted by a representative of the Board for either verification of the
information contained in this affidavit or additional documentation and/or information.

I declare under penalty of perjury, under the laws of the State of Alabama, that all statements contained in
this application, and any accompanying documents, is true and correct, with full knowledge that all statements
made in this affidavit are subject to investigation and that any false or dishonest answer to any question may be
grounds for denial or subsequent revocation of license or application.

Signature of Affiant (HACR License if Applicable)

Name of Company/Title

Address

Phone Number(s)

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____



STATE OF ALABAMA
Board of Heating, Air Conditioning and Refrigeration Contractors
8 Commerce St. Suite 200, Montgomery, AL 36130-5025
(334) 241-0840; Toll Free: (866) 855-1912
www.hacr.alabama.gov



2010 Examination Application

Print Name as it appears on Driver's license

Home Phone

Address

Work Phone

City

State

Zip

Social Security Number

Email Address

Fee **\$150.00** Make check payable to Alabama Board of Heating, Air Conditioning and Refrigeration Contractors. You have exactly one year from the date the Board receives your application and fee to schedule an exam date with the testing provider. Any candidate that attempts to schedule their exam after this time will be required to resubmit a new application and all appropriate fees.

(FAXED APPLICATIONS WILL NOT BE ACCEPTED)

Once this application and \$150.00 fee has been processed by the Board, you will receive information concerning scheduling the exam. Exam Sites: Birmingham, Huntsville, Mobile or Montgomery.

I declare under penalty of perjury, under the laws of the State of Alabama, that all statements contained in this application, and any accompanying documents, is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of my license or application.

Signature

Date

If you wish to pay by credit card, please enter the credit card information below:

Check one: Visa _____ Mastercard _____ Expiration Date _____

Credit Card No _____

Individuals requiring special accommodations must contact the board for assistance.

FOR BOARD USE ONLY:

Date of Exam: _____

EXAMINATION LOCATIONS

The examinations are administered at the examination centers listed below:

- 1) **Birmingham**, (Exams given on Thursday & Saturday) 100 Centerview Drive, Suite 121
- 2) **Huntsville**, (Exams given on Tuesday & Saturday) 4900 University Square, Suite 4
- 3) **Mobile**, (Exams given on Wednesday & Saturday) 6051 - B Airport Blvd
- 4) **Montgomery** (Exams given on Wednesday & Saturday) 500 Interstate Park Drive Suite 530

Alabama candidates may also take the examination in:

- Jackson, MS
- New Orleans, LA
- Baton Rouge, LA
- Shreveport, LA

You must submit a written request for approval prior to scheduling an examination outside of Alabama.

SCORE REPORTING

In order to pass the examination, you must achieve a minimum score of 54 correct items (67.5%).

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** – Your score will automatically appear on the computer screen at the end of the time allowed for the examination. If you have completed the exam and are using the on-line review features, you will be able to obtain your score immediately.
- - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type.
- **On paper** – an official score report will be printed at the examination site.

Duplicate score reports: you can request a duplicate of your score report for up to 1 year after your examination. Fee for duplicate score report is \$15.

# of Questions	% Required to Pass	Time Allowed
80	67.5	4 hours

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Read study materials that cover all the topics in the question content of the exam.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

QUESTION CONTENT OF THE EXAM

Subject Area	# of Items
Insulation	3
Hangers and Supports	1
Sound, Vibration and Seismic Control	1
Heating and Cooling Principles	8
Refrigerants	3
Load Calculations, Commercial	3
Testing, Adjusting and Balancing	3
Controls	4
Air Conditioning and Heat Pump Systems	8
Furnaces and Heaters	4
Chimneys, Flues and Vents	4
Combustion Air	4
Ducts	12
Ventilation and Exhaust	4
Safety	4
Piping	5
Load Calculations, Residential	9

REFERENCE LIST OF BOOKS REQUIRED FOR EXAM

This examination is OPEN BOOK.

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, annotated, and/or indexed prior to the examination session. However, references may not be written in during the examination session. Any candidate caught writing in the references during the examination will have the references confiscated and will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated.

The following reference materials are allowed in the examination center:

- **International Fuel Gas Code, 2003**, American Gas Association, 400 N. Capitol Street, NW Washington, DC 20001, www.aga.org
- **International Mechanical Code, 2003**, 1-892395-33-9, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, <http://www.intlcode.org>
- **ACCA Ductulator**, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org
- **Code of Federal Regulations, Title 29, Part 1926, 2002**, Superintendent of Documents, POB 371954, Pittsburgh, PA 15250-7954, 8882936498, <http://bookstore.gpo.gov>

OR

- **29 CFR Part 1926, Selections**, PSI, 100 W. Broadway, suite 1100, Glendale, Ca 91210 To order call: (800) 733-9267
- **Modern Refrigeration and Air Conditioning, 2000**, Althouse/ Turnquist/ Bracciano, Really Goodheart-Wilcox
- **HVAC Duct Construction Standards, Metal And Flexible - 2nd edition, 1995**, SMACNA, 4201 Lafayette Center Drive, Chantilly, VA 20151-1209
- **Fibrous Glass Duct Consturction Standards, 1998**, North American Insulation Manufacturers Association (NAIMA)
- **Manual J - Residential Load Calcs, Manual J, Air Conditioning Contractors of America**, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org
- **Manual N, Load Calculation for Commercial Summer and Winter Air Conditioning, 4th Edition**, ACCALoad Calculation - Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org
- **Manual D**, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org

The reference material listed was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. Except for Code books, you can use later editions of references as they become available. For Code questions, the examination will be based only on the edition of the Code book that is listed.

EXAMINATION PREPARATION COURSE PROVIDERS AND BOOKS SUPPLIERS

Alabama Power Company
HVAC Training Center
2388 County Road 93
Verbena, Alabama 36091
www.alabamapower.com/hvac

800-634-0154

Books

Prep Course

American Contractors
Exam Services & Book Store
5000 Linbar Drive, Suite 250
Nashville, Tennessee 37211
www.examprep.org

800-955-7277

Books

Prep Course

Fax: 615-832-3682

Voice Mail: 615-832-4550

Bessemer State Technical College
Air Conditioning & Refrigeration Supply
U. S. Highway 11 South
Post Office Box 308
Bessemer, Alabama 35021
www.bessemertech.com

800-235-5368

Books

Prep Course

205-428-6391

Fax: 205-426-7451

NARS Training Systems
Post Office Box 804
Huntsville, Alabama
www.narstrainingsystems.com

800-722-3072

Books

Prep Course

256-536-7804

Fax: 356-536-1525

Professional Book Sellers
2200 21st Avenue, South #105
Nashville, Tennessee 37212
www.pro-book.com

800-572-8878

Books

615-383-0044

Fax: 615-383-0235



**Lawson State Community College – Bessemer Campus
AIR CONDITIONING AND REFRIGERATION SUPPLY**

1100 9th Ave. S. W.
Bessemer, AL 35022
ATTENTION: BOOKSTORE

PHONE: (205) 929-3424
FAX: (205) 424-5119

REFERENCES FOR HEATING AND AIR CONDITIONING

International Mechanical Code, 2006	72.20		9781580012560
International Fuel Gas Code, 2006	72.20		9781589912683
Modern Refrigeration and Air Conditioning	84.00		9781590702802
Manual N- Load Calculation for Commercial Summer and Winter Air Conditioning (using unitary equipment), 1988	35.95		ACC0001N
Manual J-Load Calculation for Residential Winter and Summer Air Conditioning, 1986	42.60		9781892765017
Manual D- Residential Duct Systems	39.95		9781892765000
ACCA Ductulator	34.70		9781892765116
29 CFR Part 1926, Selections of the Code of Federal Regulations	35.80		9780808017301
HVAC Duct Construction Standards – Metal and Flexible, 1995	126.70		SMA0001N
Fibrous Glass Duct Construction Standards, 1993	26.70		NAI0001N

Subtotal	_____
Tax (9%)	_____
Shipping & Handling	<u>15.50</u>
 Total	 _____

Current prices subject to change without notice. Please call before ordering.
Telephone orders accepted (205)929-3426 or by fax, (205) 424-5119.

Lawson State Community College offers a Certification Review class each term. The class meets for 8 Saturdays. For more information, contact the Admissions office at (205) 929-3416.

3/31/09



International Building Code (IBC) 2006

ORDER FORM

To order a copy of the *International Building Code 2006*, please complete the order form below, submit a check for the total order amount - payable to NASCLA Publications, Inc. and mail to:

NASCLA Publications, Inc.
23309 North 17th Drive, Building 1, Suite 110
Phoenix, Arizona 85027

For credit card orders - *Visa, MasterCard, Discover or American Express* - mail the complete form to the address above or order by:

Phone (623) 587-9519
Fax (623) 587-9625
Online at www.nascla.org

SHIP TO:

Name	<input type="text"/>		
Company	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Zip Code	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>
Email Address	<input type="text"/>		

METHOD OF PAYMENT:

☐ Enclosed Check to NASCLA ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Card Number	<input type="text"/>	Expiration Date	<input type="text"/>
Name on Card	<input type="text"/>	Signature	<input type="text"/>

PLEASE SEND:

<input type="text"/>	Copy(ies) of the International Building Code 2006, @ \$86.50 Each	\$	<input type="text"/>
----------------------	--	----	----------------------

SHIPPING AND HANDLING:

\$12.00 for one book (\$6.00 for each additional book)

\$



To order any of the International Code Council publications, please select from the list below:

Title of Publication	Price	Quantity	Total Amount
International Building Code 2006	\$86.50		\$
International Residential Code for One-and-Two-Family Dwellings 2006	\$71.50		\$
International Building Code 2003	\$95.00		\$
International Residential Code for One-and-Two-Family Dwellings 2003	\$62.50		\$
Other*			\$
Other*			\$
Other*			\$

(*) Please call NPI Office to confirm title of publication and pricing.

SHIPPING AND HANDLING:

\$12.00 for one book (\$6.00 for each additional book)

GRAND TOTAL	\$
-------------	----

SHIPPING POLICIES:

- ♦ NASCLA Publications, Inc. (NPI) will ship your book(s) within 2 business days.
- ♦ United States Postal Service (USPS) delivery is within 5-7 business days.
- ♦ Shipping charges are not refundable once the book has been shipped from NASCLA Publications, Inc.
- ♦ Credit Cards will be processed in our office. If your credit card is declined, a NASCLA Publications, Inc. staff member will contact you by phone or email.

RETURN POLICIES:

- ♦ All books can be returned within 30 days of the invoice date/purchase date for a full refund.
- ♦ NPI does not refund shipping & handling fees.
- ♦ All books being returned must be in the original condition that they were sold. If a book was shrink wrapped, it must be returned with the shrink wrap in tact.